

**PROTOTYPE LETTER TO HOUSEHOLDS  
SCHOOL NUTRITION PROGRAMS**

Dear Parent/Guardian:

The \_\_\_\_\_ School offers a choice of healthy meals each school day. Children may buy lunch for \_\_\_\_\_ and breakfast for \_\_\_\_\_. Children who qualify under U.S. Department of Agriculture guidelines may get meals free or at a reduced price of \_\_\_\_\_ for lunch and \_\_\_\_\_ for breakfast. All meals served must meet nutrition standards established by the U.S. Department of Agriculture. If a child has a disability, as determined by a doctor, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. Please call the school for further information.

Your child can get free school meals if you get food stamps, Temporary Assistance for Needy Families (TANF) or benefits from the Food Distribution Program on Indian Reservations (FDPIR). If your total household income is the same or below the amount on the Income Chart, your child can get either free meals or reduced price.

Income Chart For School Year 1998-99			
Household size	Yearly	Monthly	Weekly
1	14,893	1,242	287
2	20,073	1,673	387
3	25,253	2,105	486
4	30,433	2,537	586
5	35,613	2,968	685
6	40,793	3,400	785
7	45,973	3,832	885
8	51,153	4,263	984
For each additional	+5,180	+432	+100
household member add			

**How do I get free or reduced price school meals for my child?**

You must complete the free and reduced price school meal application and return it to the school.

- **Households getting food stamps, TANF, or benefits from FDPIR.** You only have to include your child's name, **case number** and an adult household member must sign the application.
- **Other households.** If you do not have a case number, you have to include the names of all household members, the amount of income each person got last month and where the income came from. An adult household member must sign the application and include his or her social security number.
- **Households with a foster child.** You must include the child's name, the amount of personal use income the child got last month and an adult must sign the application.

**Will the application be verified?** Your eligibility may be checked at anytime during the school year. School officials may ask you to send papers that show that your child should get free or reduced price school meals.

**Can I appeal the school's decision?** You can talk to school officials if you do not agree with the school's decision on your application or the results of verification. You also may ask for a fair hearing by calling or writing:

Phone \_\_\_\_\_

Address \_\_\_\_\_

**Can I get other benefits, such as health insurance, for my child?** Your child may be eligible for a new **health insurance program for children**. Please look at Part 6 on the free and reduced price school meal application if you do not have health insurance for your child.

**Must I report changes?** If your child gets free or reduced price meals because of your income, you must tell us if your household size decreases or your income increases by more than \$50 per month or \$600 per year. If your child get free meals because he or she gets food stamps, TANF or benefits from FDPIR, you must tell us when you no longer get these benefits.

**Will information on my application be kept confidential?** We will use the information on your application to decide if your child should get free or reduced price meals. We may inform officials connected with Title I and the National Assessment of Educational Progress whether your child is eligible for free or reduced price school meals. They will use this information for funding and/or evaluation purposes. Information may also be disclosed if you want the application to be used to get other benefits. See Part 6 on the application.

**Can I apply for free and reduced price meals later?** You may apply for free and reduced price meals anytime during the school year. If you are not eligible now but have a change, like a decrease in household income, an increase in household size, become unemployed or get food stamps or TANF or benefits from FDPIR, complete an application then.

We will let you know if you are approved or denied.

Sincerely,

# HOW TO COMPLETE THE FREE AND REDUCED PRICE SCHOOL MEAL APPLICATION

Please complete the Free and Reduced Price School Meal Application using the instructions below. Sign the application and return it to the school. Call the school if you need help: # \_\_\_\_\_

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**1 STUDENT INFORMATION:** Print your child's name.

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**2 ARE YOU APPLYING FOR A FOSTER CHILD?** Complete this Part and sign the application in #5.

- (a) Write the foster child's monthly "personal use" income. Write "0" if the foster child does not get "personal use" income.
  - (b) A foster parent or other official representing the child must sign the application in #5. You do not have to list a social security number.
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**3 DO YOU GET FOOD STAMPS or BENEFITS FROM THE FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR) or TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) ?**

Complete this Part and sign the application in #5.

- (a) List your current food stamp case number or your FDPIR or TANF case number for the child.
  - (b) Sign the application in #5. An adult household member must sign. You do not have to list a social security number.
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**4 ALL OTHER HOUSEHOLDS:** Complete this Part and sign the application in #5.

- (a) Write the names of everyone in your household even if they do not have an income. Include yourself, the child you are applying for and all other children.
  - (b) Write the amount of income each person received last month before taxes or anything else was taken out; and where it came from, such as earnings, welfare, pensions, and other income (see the examples below for types of income to report). If any amount last month was more or less than usual, write that person's usual monthly income.
  - (c) Sign the application and include a social security number in #5.
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**5 SIGNATURE AND SOCIAL SECURITY NUMBER:**

- (a) The application must have the **signature** of an adult household member.
  - (b) The adult household member who signs the statement must include his/her **social security number**. *If he/she does not have a social security number, write "none" or something else to show that he/she does not have a social security number.*  
A social security number is not needed if you listed a food stamp, FDPIR or TANF case number or if you are applying for a foster child.
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**6 OTHER BENEFITS:.** You may be eligible for free or low-cost health insurance for your child. Look at Part 6 on the back of the application for free and reduced price school meals. You are **not required** to complete this to get meal benefits

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**7 RACIAL/ETHNIC IDENTITY:** You are **not required** to answer this question to get meal benefits. This information will help ensure that everyone is treated fairly.

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## INCOME TO REPORT

### Earnings from Employment

Wages/salaries/tips  
Strike benefits  
Unemployment compensation  
Worker's compensation  
Net income from self-owned  
business or farm

### Welfare/Child Support/Alimony

Public assistance payments  
Welfare payments  
Alimony/child support payments

### Pensions/Retirement/Social Security

Pensions  
Supplemental Security Income  
Retirement income  
Veteran's payments  
Social security

### Other Income/Self-employment

Disability benefits  
Cash withdrawn from savings  
Interest/dividends  
Income from estates/trusts/  
investments  
Regular contributions from  
persons not living in the  
household  
Net royalties/annuities/  
net rental income  
Any other income